

DDA REGISTRY
FILE: 45-8

DDA 85-3375
30 September 1985

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Cornerstone Laying Ceremony

1. The Vice President's Office has rescheduled the cornerstone laying ceremony for the New Headquarters Building for 1000 hours on 1 November 1985. We will be publishing an Employee Bulletin prior to that time with more information on the event.

2. The general Agency population will be able to view the ceremony. Your Office Directors (Division and Staff Chiefs in the Directorate of Operations) will receive invitations to the VIP reception following the ceremony. In addition, I request that you provide me a list of names of one person per office within your organization to attend the reception. This list should consist of a cross section of GS-05 to GS-15 individuals. Please provide your list to me by 7 October 1985.

/s/ James H. McDonald

James H. McDonald

DDA/PS rf (30 September 1985)

Distribution:

Orig - 1 ea addressee
1 - DDA Subject
1 - DDA Chrono
1 - Protocol Branch
1 - DDA/PS Subject

ADMINISTRATIVE - INTERNAL USE ONLY